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| STATE OF IOWA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES | | Policy Number WR/OWI-23 | Applicability <input checked="" type="checkbox"/> DOC <input checked="" type="checkbox"/> CBC |
| | | Policy Code Confidential | Iowa Code Reference 719.4 & 915.17 |
| Chapter WORK RELEASE/OWI PROGRAMS | Sub Chapter COMMUNITY BASED CORRECTIONS | Related DOC Policies N/A | Administrative Code Reference 201-43; 44; 47 |
| Subject ESCAPE/APPREHENSION | | ACA Standards N/A | Responsibility Sally Kreamer |
| | | Effective Date December 2015 | Authority John Baldwin Director Signature on file at Iowa DOC |

I. PURPOSE

To establish the requirements and procedures when Work Release and OWI offenders escape from residential facilities and are apprehended.

II. POLICY

It is the policy of the Iowa Department of Corrections (IDOC) when offenders who fail to return to a Work Release or Operating While Intoxicated facility, for any reason, are subject to the penalties provided in **Section 719.4** of the Code of Iowa.

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III. DEFINITIONS

- A. Escape - When an offender is absent from the residential facility without prior authorization for over two hours or there is probable cause to believe the offender has taken flight or is involved in a criminal offense. An offender released from a correctional institution who fails to report to the Work Release or OWI facility, as scheduled, shall be considered on escape.
- B. See IDOC Policy **AD-GA-16** for additional Definitions.

IV. PROCEDURES

- A. Escapes
 - 1. Upon entering the residential facility, all offenders shall be informed that not being at their designated place of assignment can be considered escape.
 - 2. If an offender is discovered to be out of place of assignment, staff shall make every reasonable effort to determine the offender's whereabouts prior to issuing an escape notice.
 - 3. Residential facility staff is not required to wait two hours before requesting an escape notice be issued when an offender is known to be involved in criminal activity, or believed to have escaped from the residential facility.
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- 5. When an escape occurs, residential facility staff shall complete the Escape form, WR/OWI-23 F-1, including the extradition limitations and call DM State Radio to request an escape notification/wanted person entry be issued.
 - 6. The *Escape form*, **WR/OWI-23 F-1**, shall be completed and emailed or faxed immediately to DM State Radio by residential facility staff.
 - 7. The completed *Escape form*, **WR/OWI-23 F-1**, shall be available to residential staff who may receive contact calls to confirm and validate the escaped offender is wanted.

8. Residential facility staff shall notify their local police, High Risk Unit (HRU) if applicable and county sheriff of all offenders placed on escape status. Complete a critical incident report in the CIR module and follow other procedures established by the judicial district.

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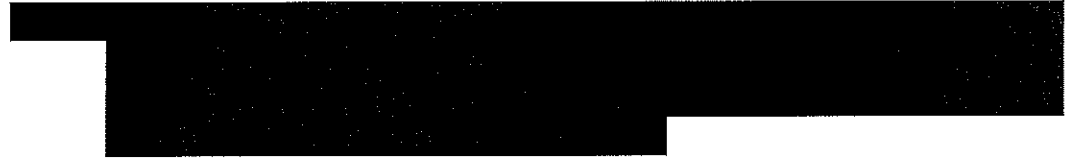
15. According to District procedure, residential facility staff shall pursue a local Absence from Custody/Escape charge with their County Attorney. Upon need, staff shall forward a copy/certified copy of the county escape warrant to the OSO. Generally this is needed for out of state extraditions.
16. Residential facility staff shall document and update Escape activity in ICON Generic Notes. For tracking purposes, select the Note Category - Violations.

B. Apprehension Procedures

1. When contacted by a law enforcement agency, it is residential facility staff responsibility to confirm the wanted person entry.
2. When notified that an offender has been apprehended, residential facility staff will confirm the offender is in custody, where the offender is held, verify the date of arrest, and assure a *Request for Temporary Custody form*, **WR/OWI-24 F-1**, is in place at the holding facility. This form can only be used for cases apprehended/held in the state of Iowa.
3. The *Apprehension form*, **WR/OWI-23 F-2**, shall be completed and emailed or faxed immediately to DM State Radio by residential staff.



6. When an offender is apprehended out of state and is within the extradition limits, residential facility staff shall contact the apprehending agency confirming the offender is within the extradition and to hold without bond. Submit this in writing/fax if requested. Immediately notify OSO to coordinate transportation back to the county from which the offender escaped.



8. Following return to the county of escape, any pending disciplinary reports shall be processed, and a Transfer Classification shall be completed prior to arranging transportation back to IMCC.

